

## MINUTES OF HOUSING COMMISSION MEETING

DATE: 22 November 2011  
TIME: 4:00 PM  
PLACE: Housing and Community Development Department  
350 West 6<sup>th</sup> Street, Suite 312, Dubuque, IA 52001

Chairperson Kapler, following staff assurance of compliance with Iowa Open Meeting Law, called the meeting to order at 4:39 pm.

Commissioners Present:	David Kapler Ricardo Woods Jim Holz	Dorothy Schwendinger, OSF Judie Root via telephone Dorothy Culbertson
Commissioners Absent:	Amy Eudaley Mitzi Krey	Lisa McCallister Regine Ronek
Staff Present:	David Harris Jessica Kieffer	Cpl. Scott Koch Kelly Larson, Human Rights Director
Public Present:	None	

### **Review and Certification of Minutes of 27 September 2011 Commission Meeting**

Commissioner Root moved to approve the minutes. Commissioner Woods seconded. Commissioner Holz abstained. All others present in favor. Motion passed.

### **Correspondence/Public Input**

None

### **Old Business**

None

### **New Business**

#### **Performance Review: Department Accomplishments – FY 2011**

##### **Section 8 Management Plan**

The Commissioners reviewed the Section 8 Management Plan which outlined seven major Department goals. David explained that staff is still compiling information on performance, which will be shared at either the December or January Commission meeting. Commissioners also received a summary of some of the Department's achievements from the past year and a half. Commissioners Holz and Culbertson congratulated staff on the accomplishments and expressed interest in the Commission sharing these achievements with the Telegraph Herald for the public to see.

#### **Commission Goal-Setting/Strategic Planning: Kelly Larson, Director Human Rights Department**

Kelly Larson explained that the Human Rights Commission has for many years, developed annual goals and plans for strategic initiatives. Each year they hire a facilitator and meet for a half day to establish their goals. The Commission then forms subcommittees to follow through

on these goals. Kelly suggested that when setting the goals and forming the subcommittees that the Housing Commissioners select things they feel strongly about as the follow through depends on the Commissioners.

Commissioner Holz suggested that a group of four or five Commissioners start organizing, planning and reviewing what the Housing Commission has accomplished and how they would like to proceed forward. Commissioner Holz also suggested that staff make an outline of goals, then pick two or three items to start with and break into the subcommittees.

Commissioner Schwendinger suggested that before the goal setting there be an assessment of the community's needs so that the Commission is responding to real needs, such as the public not understanding all the Housing and Community Development Department has to offer Dubuque's citizens.

Staff, along with Commissioners Kapler, Holz, Schwendinger and Culbertson will start a committee to begin the groundwork and will have a presentation for their fellow Commissioners at the January meeting.

### **HUD SEMAP Assessment/Housing Department Response**

Commissioners received a copy of HUD's SEMAP score for the fiscal year ending June 30, 2011 and a copy of David's response to HUD for a report of corrective actions. David stated that for the first time in approximately eight years, the Department received a score of less than 100%. He explained that in the category of Lease-Up a score of 0 points was received due to the reduction of the voucher program from 1063 to 900 vouchers. David explained that we are projected to reach our goal of 900 utilized vouchers in approximately February.

### **FY 2013 Budget**

Commissioners received information regarding the improvements that the Department is requesting for the FY 2013 Budget. These improvements include a new full-time Coordinator for the Bridges programs, full-time Circles Coach, full-time VISTA Volunteer Coordinator for the Bridges programs, a third Family Self-Sufficiency Coordinator, an AmeriCorps position to serve as the Child Care Coordinator for the Bridges Programs, and a full-time Home Advocate position for the Green and Healthy Homes Initiative.

### **Information Sharing**

#### **Complaints Received**

Commissioners received a summary of the complaints the Housing Department has received since the last meeting.

### **Adjournment**

There being no further business to come before the Commission, the meeting adjourned at 5:12pm.

Minutes taken by:

  
Jessica Kieffer  
Recording Secretary

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "David Harris", written in a cursive style.

David Harris  
Department Director